

STATE OF WASHINGTON

CONSERVATION COMMISSION

PO Box 47721 • Olympia, Washington 98504-7721 • (360) 407-6200 • FAX (360) 407-6215

To: Puget Sound Conservation Districts

From: Cheryl Witt, Grants Program Manager

Date: March 14, 2005

Subject: Puget Sound Work Plan Grant Application

Enclosed is the application for the FY2006-07 Puget Sound Work Plan Grant. It is also available on the Commission website: Puget Sound Work Plan Grant Application

The legislature has not yet agreed on the state budget. However, we ask that you develop your grant application based on what we see so far in the budget process. Of course, we will not know the exact funding level until the Governor signs the budget bill. For the purposes of this application, your district is eligible to apply for \$67,900 for the biennium.

Your project Work Plan and Budget must relate to Puget Sound and the 2005-2007 Puget Sound Work Plan. Please coordinate with your Puget Sound Action team local liaison to complete the application; then return it to the Commission. Grants staff will work with you to develop a grant contract.

Puget Sound Work Plan Grant Applications are due June 14, 2005. (See Conservation Commission, Grants Administrative Procedures, Chapter II, Section B for discussion on grant application deadlines). One original application is required.

Please direct any questions you have to the Commission grants staff.

FORM A. GRANT APPLICATION FACE SHEET

PAGE 1 of ___

1)	Project Name:						
2)	Conservation District: Name	e and Address	3) Grant Contact Person: Name, Title, Address, Phone Number				
			i none number				
4)	Federal Tax Identification Nu	ımbor					
4)	rederal rax identification No	imber.					
5)	Project Primary Focus: Prot	ect and Restore F	Puget Sound				
6)	FY 2006-07 Puget Sound Wo	rk Plan - Prioriti	es: select any that	t app	ly to your project:		
	Clean up contaminated		ntinuing toxic		Reduce harmful impacts from stormwater runoff.		
	sites & sediment. Prevent contamination	future conta	ion & prevent amination.		Restore degraded nearshore		
	form sewage systems,		orelines & critical	Ш	& freshwater habitats.		
	onsite septic & other nonpoint sources.	areas that p ecological f	provide important functions		Conserve & recover orca,		
	Honpoint dourdoo.				salmon, and groundfish.		
7)	Resource(s) Impacted by Pro	oject: select one	or more				
	☐ AII	☐ Marine Wat	ter		Stream/River		
	☐ Estuary	☐ Plant Speci	es		Water		
	Fish	Public			Watershed		
	Ground Water	Salmonid			Wetland		
	Lake	Shellfish			Wildlife		
	Land	Shoreline		Ш	Other		
8)	Project Activities: select one	e or more					
	Assessment	☐ Facility Acc	juisition		Organization		
	Construction	☐ Implementa	ation		Planning		
	Design	Land Acqui	sition		Remediation		
	☐ Easement Acquisition	☐ Maintenand	e		Research		
	☐ Education	☐ Manageme	nt		Restoration		
	Engineering	Mapping			Rights Acquisition		
	☐ Eradication	☐ Monitoring		Other			

9)	Project Duration: Start Date: July 1, 2005	End Date: June 30, 2007									
10	Project Costs:										
	Total Project Cost \$	Grant Request \$ 67,900									
11)	11) Project Summary: Briefly (in 150 words or less) describe your project and how it relates to the 2005-2007 Puget Sound Work Plan.										
12)	12) Puget Sound Action Team: The District has reviewed this grant application with the Puget Sound Action Team Local Liaison,(name) who found that the proposed project activities address ongoing and/or priorities of the 2005-2007 Puget Sound Work Plan.										
13)	13) District: I certify to the best of my knowledge that the information in this application is true and correct and that I am legally authorized to sign and submit this application on behalf of the district.										
	Printed Name of Authorized Signatory	Signature of Authorized Signatory									
	Title of Authorized Signatory	Date Signed									
	Instructions The FY 2006-2007 Puget Sound Work Plan Grant Application deadline is June 14, 2005 Send one original, including supporting documents to: Conservation Commission, Attention: Grant Application, PO Box 47721, Olympia, WA 98504-7721.										

FORM B. GRANT APPLICATION CHECKLIST PAGE __ of __

grant app		klist is included to help the district and Commission staff keep track of Check boxes when each form is completed. After the application is bers.
	FORM A:	GRANT APPLICATION FACE SHEET
	FORM B:	GRANT APPLICATION CHECKLIST
	FORM C:	MANAGEMENT STANDARDS CERTIFICATION
	FORM D:	PROPOSED PROJECT

☐ FORM E: GRANT BUDGET

FORM C. MANAGEMENT STANDARDS CERTIFICATION

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CONSERVATION DISTRICT ELIGIBILITY Puget Sound Work Plan Grants are available only to districts that demonstrate program and money management ability by meeting the Management Standards adopted by the Commission. A district may deviate from the standards 1) for an approved Reasonable Alternative; or 2) during implementation of an approved Action Plan to meet the standards. (See Conservation District Procedure Manual, Chapter V, Part A) Applications for Commission funding require that current certification forms are on file with the Commission.

Instructions Complete the Certification Statement in the box below. Check the box that applies to your district. Follow the additional instructions for Boxes 2 and 3.

	MANAGEMENT STANDARDS CERTIFICATION STATEMENT								
I ce	I certify that the Conservation District								
1.		Certification Forms dated are on District still meets these requirements.	file with the Commission. The						
2.	2. Management Standards Certification forms are included as Attachments C and C								
3.		Requests a Deviation from Management Star Management Standards Form is included as							
Signa	Signature								
Printed Name of Authorized Signatory Signature of Authorized Signatory									
Title	Title of Authorized Signatory Date Signed								

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Instructions: On a separate sheet of paper, provide your answers to questions 1, 2 and 3. Organize your project Scope of Work by the Ultimate Outcomes you discuss in question 2. Utilizing the example format below, include all of the Intermediate Outcomes and the respective Tasks the district will perform to achieve each Ultimate Outcome. Include each Intermediate Outcome deliverable and the time frame in which the deliverable will be completed.

Be sure to include the components for measuring effectiveness by incorporating either a water quality screening plan or monitoring plan (Grants Administrative Procedures, Chapter II, page 8) into each respective Intermediate Outcome.

Issues and/or Priorities

- 1. What ongoing Issues and/or Priorities of the 2006-07 Puget Sound Work Plan will be addressed by your proposed project?
- 2. What are the ultimate outcomes your proposed project will work to achieve? (See definitions in the example below)

Project Scope of Work

3. How will your project work to achieve the ultimate outcomes included in question 2?

ULTIMATE OUTCOME 1: Significantly reduce fecal coliform contamination originating from poor animal keeping practices in XYZ Watershed streams that are on Ecology's 303(d) List, and prevent additional streams from being listed. (NOTE TO APPLICANT: THIS IS THE ULTIMATE, LONG-TERM ENVIRONMENTAL BENEFIT, USUALLY NOT POSSIBLE TO DOCUMENT IN THE GRANT TIME FRAME GIVEN THE LIMITED TIME PERIOD AND RESOURCES OF THE GRANT, AND ONLY ACHIEVED BY INFERENCE.)

INTERMEDIATE OUTCOME 1.1: Secure the commitment of 10 landowners in XYZ Watershed to implement at least 2 (each) NRCS standard conservation practices on their properties, as documented by completion and acceptance of a Resource Management System or conservation plan for each such landowner. (NOTE TO APPLICANT: THIS IS AN INTERMEDIATE ENVIRONMENTAL BENEFIT WHOSE ACHIEVEMENT CAN

INTERMEDIATE OUTCOME 1.1 Deliverables and Time Frame: 10 completed and landowner-accepted conservation plans by June 2007.

BE DOCUMENTED. MULTIPLE INTERMEDIATE OUTCOMES MAY BE NEEDED TO ACHIEVE THE ULTIMATE OUTCOME..)

Task 1.1.1: Conduct education and outreach activities targeting the XYZ Watershed including: (NOTE TO APPLICANT: TASKS ARE THE STRATEGIES AND PROCESSES SUPPORTING ACHIEVEMENT OF EACH INTERMEDIATE OUTCOME. INCLUDE ALL THE TASKS IT TAKES TO ACHIEVE THE INTERMEDIATE OUTCOME INCLUDING ADMINISTRATION, EVALUATION, ETC.)

- Two watershed workshops.
- 5 farm tours.
- Follow up phone contacts as needed to engage participants in the farm/forest planning process.

Task 1.1.1 Time Frame:

- Watershed tours conducted in Sep 2005 and Dec 2005.
- Farm Tours conducted in Aug 2005 and Nov 2005.
- Follow up phone surveys conducted December 2005.

--- CONTINUED ON NEXT PAGE---

---Example ---Example ---Example ---

--- CONTINUED FROM PREVIOUS PAGE---

Task 1.1.2: Provide Technical and Financial Assistance to cooperators in the XYZ Watershed for implementation of BMPs:

- Prioritize cooperator requests for assistance based on the districts prioritization process.
- Provide technical assistance to cooperators for the planning required for implementation of BMPs.
- Administer and distribute cost share to prioritized cooperators.
- Utilize the project screening plan to evaluate effectiveness of implementation activities.

Task 1.1.2 Time Frame

- A prioritized list of cooperators will be completed by Jan 2006.
- 20 cooperators will receive technical assistance for conservation planning by Mar 2006.
- Report results of screening plan in final report of accomplishments.

Task 1.1.3: Provide effective project administration and management to maximize successful achievement of intermediate outcome:

- Conservation district supervisors will provide overall project direction with day-to-day administration by district staff.
- Progress made on this intermediate outcome will be evaluated by district supervisors at monthly board meetings.
- Report the progress for achieving this intermediate outcome by utilizing the Puget Sound Work Plan Grant Activity Report Form.

Task 1.1.3 Time Frame

- An Annual Report on all project activities July 1, 2005 through June 30, 2006 is due July 10, 2006.
- An Annual Report on all project activities July 1, 2006 through June 30, 2007 is due July 10, 2007.

FORM E1. GRANT BUDGET

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BY FUNDING SOURCE						
1. GRANT REQUEST	\$					
2) MATCH – There is no match requ	uirement for this grant.					
Contributing Entity	Type of Match (Cash, in kind, etc.)	Amount				
	TOTAL PROJECT	Total Match 2.	•			
BY WORK	PLAN ULTIMATI	E OUTCOMES				
Estimate the Total Project Cost (includes Grant Request & Match Amounts) by Ultimate Outcome. Include all the costs of all the Intermediate Outcomes and their respective Tasks it takes to achieve the Ultimate Outcome.						
Outcomes:			Costs			
1)						
2)						
3)						
4)						
5)						
6) 7)						
8)						
9)						
10)						
11)						
12)						
13)						
14)						
		TOTAL				

FORM E2. GRANT BUDGET

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BY BUDGET OBJECT								
	(A) GRANT REQUEST	(B) MATCH	(C) PROJECT TOTAL					
SALARIES								
BENEFITS								
TRAVEL								
EQUIPMENT (specify)								
GOODS & SERVICES								
CONTRACTS (specify)								
OTHER (specify)								
OVERHEAD COSTS Use <u>only one</u> of the three following methods:								
1) Direct Costing Method								
Salary/Benefits								
Travel								
Equipment (specify)								
Goods & Services								
Other (specify)								
2) 25% Overhead Method (No more than 25% of all Salaries/ Benefits)								
3) 10% Overhead Method (No more than 10% of Total Grant Amount)								
TOTALS								